Perkins IV
Program Improvement Progress Report
INSTRUCTIONS

Step-by-Step Process for Completing your Progress Report

1. Gather the following items:
    a. Login credentials for the Perkins Data System (logon name and user password). Each district has one logon name/password for the Perkins Data System. If none of the district's current staff has the logon name/password, contact a Career Cluster Specialist at the Department of Education.
    b. Latest version of your program's Program Improvement Process (PIP) instrument detailing your program's priority goals and action steps.
    c. Latest version of your consortium's (or multi-district's or school district's) 5-year plan.
    d. *Optional:* Instructions for running reports in the Perkins Data System. http://doe.sd.gov/octe/data/index.aspx.
2. Complete Part I of the Progress Report (*see instructions below*).
3. Complete Part II of the Progress Report (*see instructions below*).
4. Share your completed Progress Report with applicable stakeholders (administration, advisory committee, etc.).
5. Email your completed Progress Report to your Career Cluster Specialist at the Department of Education **prior to December 3, 2012**.

NOTE: *The Perkins Data system does not currently work in Google Chrome. Please access the system via Internet Explorer or another supported browser.*
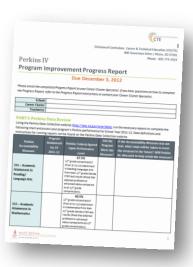
PART I: Perkins Data Review

Goal: *Examine Perkins-related data (reported to the U.S. Department of Education) to better understand CTE student achievement, demographics & postsecondary/career placement.*
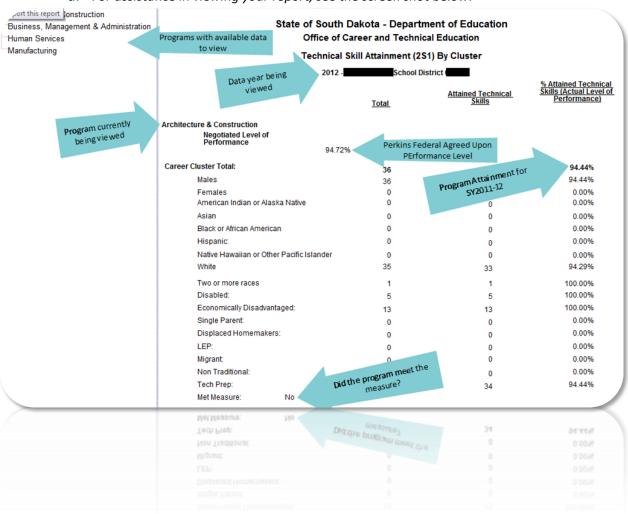
Steps:
1. Go to http://doe.sd.gov/octe/data/index.aspx. Click on the hyperlink in the middle of the screen that reads "**LOG ON TO THE PERKINS DATA COLLECTION SYSTEM**."
2. Enter your **logon name** and **password**. Click "**Submit**."
3. Click on "**DE56PerkinsAccountability**."
4. Select "**Reports**" from the left-hand side of the screen.

5. In the window that comes up, select "**DOE Reports**" from the dropdown menu.
6. Select the report you would like to run (**1S1, 1S2, 2S1, 3S1 & 4S1, 5S1, 6S1 or 6S2**) by clicking on the paper/checkmark icon on the far left side of the screen.
7. In the window that comes up, select your **district** in the top dropdown menu and "**2012**" in the second dropdown menu (to run reports from SY2011-12). Click "**OK**."
8. Review the results of the report. To obtain the results for your career cluster area(s), select the career cluster name from the left side of the screen. To understand how the data was generated, refer to the Accountability Definitions document found at http://doe.sd.gov/octe/data.
9. On your Progress Report, enter your program's attainment percentage for the Perkins Accountability Measure (the report you are currently viewing) in the "**Program Attainment for SY 2011-12**" column. Compare your results to the Federal requirement (identified both on the report and in the "Perkins Federal Agreed Upon Performance Level" column of the Progress Report). Enter **Yes or No** appropriately in the "Did the Program Meet the Measure?" column.
    a. *For assistance in viewing your report, see the screen shot below:*

Export this report Construction		

Business, Management & Administration
Human Services
Manufacturing

Programs with available data to view

State of South Dakota - Department of Education
Office of Career and Technical Education

Technical Skill Attainment (2S1) By Cluster

2012 - ▮▮▮▮▮ School District ▮

Data year being viewed

	Total	Attained Technical Skills	% Attained Technical Skills (Actual Level of Performance)
Architecture & Construction			
Negotiated Level of Performance	94.72%		
Career Cluster Total:	36		**94.44%**
Males	36		94.44%
Females	0		0.00%
American Indian or Alaska Native	0	0	0.00%
Asian	0	0	0.00%
Black or African American	0	0	0.00%
Hispanic:	0	0	0.00%
Native Hawaiian or Other Pacific Islander	0	0	0.00%
White	35	33	94.29%
Two or more races	1	1	100.00%
Disabled:	5	5	100.00%
Economically Disadvantaged:	13	13	100.00%
Single Parent:	0	0	0.00%
Displaced Homemakers:	0	0	0.00%
LEP:	0	0	0.00%
Migrant:	0	0	0.00%
Non Traditional:	0	0	0.00%
Tech Prep:		34	94.44%
Met Measure:	No		

Program currently being viewed

Perkins Federal Agreed Upon Performance Level

Program Attainment for SY2011-12

Did the program meet the measure?

10. If your program did not meet the Accountability Measure for SY2011-12, identify what steps will be taken to meet the measure in the future in the **last column** on the Progress Report. Also indicate if Perkins funds will be allocated to help attain the measure.
11. If, after studying your program's report for a measure, you don't feel like you're viewing reliable data, consider comparing the last 3-5 years of data for your program in that particular measure. This will allow you to look more holistically at the measure, how your program has performed over time and your opportunities for growth within your program. If you would like to compare your program data to state-wide or consortium-level data for the measure, email Tiffany Sanderson at tiffany.sanderson@state.sd.us.
    a. To run reports for prior years, go back to Step 6 to select the report you would like. In Step 7, select your district and the year you would like to run the report for.
    b. Example: If you are running a 3-year analysis of your program's performance on 1S1 (Academic Attainment in Reading/Language Arts), you will look at report 1S1 for the years 2012, 2011 and 2010.
12. **Repeat Steps 6 – 11** for each Perkins Accountability Measure on the Progress Report.

Part II: Review goals and assess progress from latest Program Improvement Instrument

Goal: *Review and analyze current program goals (as identified on your program's latest Program Improvement instrument) and progress made since December 2011.Determine next steps and any necessary goal revisions for 2012-13.*

Steps:
1. Read through your responses to the Program Assessment and determine progress made, obstacles encountered, barriers overcome, etc. since the instrument was completed.
2. Review the goals and action plans set for your program. What has been accomplished to-date? What has been modified since the goals/action plans were written? What are the next steps for your programs to continue growing? Based on student performance data (see Part I), what opportunities do you have to strengthen student performance? Record your responses under questions 1 and 2 on the Progress Report.
3. Based on where your goals and action plans currently stand, how can your local Perkins dollars support accomplishing them? Record your response under question 3 on the Progress Report.
4. Review your consortium's/multi-district's/school district's Perkins 5-year plan. Determine how your local program goals align with or support the consortium's plan. Record your thoughts under question 4 on the Progress Report.
5. Share any technical assistance needs you have related to accomplishing your program goals, improving your student performance, implementing standards, analyzing Perkins data, modernizing your program, etc. under question 5 on the Progress Report.